

# **DISPLACED HOMEMAKER PROGRAMS**

## ***FUNDING GUIDELINES***

### **I. Program Overview**

The New Jersey Department of Community Affairs, Division on Women, (DOW) is requesting applications for Displaced Homemaker Programs from agencies/organizations providing effective, coordinated job readiness, training, education, job placement, and supportive services to displaced homemakers.

All grant awards and the processing of a grant agreements are contingent on program meeting contractual requirements, program evaluation, funds available for the appropriation, and the approval of the Commissioner of the Department of Community Affairs.

### **II. Background Information**

In 1979, the New Jersey Displaced Homemakers Act was signed into law to establish Displaced Homemakers Programs. Displaced Homemakers are women who have lost their primary source of income due to divorce, separation, death or disability of a spouse and who must obtain or upgrade their skills for transition into the paid market. Displaced homemakers come from a wide range of age, ethnic and socio-economic backgrounds.

Displaced Homemaker Programs shall emphasize activities to provide outreach, intake and orientation, case management, supportive personal and group counseling, career and educational programs, computer training, life skills development, skills training, pre-employment preparation, supportive services, referrals and job placement. Programs are designed to enhance the employability and earnings of women and impact on the quality of their lives and those of their families.

### **III. Grant Conditions**

Grantees are bound by standard DCA grant contract guidelines and any additional conditions as outlined in the contract scope of services.

The Department of Community Affairs reserves the right to place an applicant (prospective grant recipient) in the "high risk" recipient category due to programmatic and/or fiscal management inadequacies and/or non-compliance with contractual requirements. Once designated as a "high risk" recipient, special conditions will be attached to the Grant Agreement. This means that if inadequacies are not corrected/amended properly and in a timely manner, the recipient may not receive future funding.

### **IV. Eligible Applicants**

The Displaced Homemaker Programs application is open to organizations, institutions and agencies who have received funding and are in good standing meeting all contract requirements for Displaced Homemaker Centers during the previous year and who will provide a continuation of existing services to displaced homemakers.

***Qualifications Needed by Applicant to be considered for a Grant***

Applicants must meet eligibility requirements discussed above for consideration. All proposals will be evaluated. In addition, we will also review following areas:

- Relevant Track Record: demonstrate experience on the part of both the organization and current staff in the areas providing services to displaced homemakers.
- Financial Management: demonstrate experience and staff capacity to manage this grant including experience in obtaining funding from state, federal, municipal or private sources.
- Grant Impact and Achievable Goals: demonstrate ability of staff and agency to meet the objectives of this grant which have been adopted by the Division on Women for all Displaced Homemaker Programs responding to this application. The objectives were developed based on P.L. 1979, c.125 and represent a collective model of the most frequently used services to displaced homemakers.

**V. Expected Minimum Outcomes**

The following percentages reflect the “level of service” outcomes expected by the Division on Women of all Centers/Host Agencies awarded Displaced Homemaker Grants.

**New Clients**

1. Application

- Screening/Referrals (not eligible for center’s service) 100% of clients
- Intake/Assessment/Referrals/Orientation (minimum one hour intake) 100% of clients

**New and Ongoing Clients**

2. Case Management

- Development of Plan/Long and Short Term Goals 100% of clients
- Follow-up 100% of clients

### 3. Support Services

- Referrals, Financial, Childcare, Legal, etc. 100% of clients
- Workshops 6 minimum per year

### 4. Career/Education Track

- Career/Education Exploration – Assessment/Counseling Combined 35% of clients
- Development of Career/Education/Training Plan

### 5. Education/Training

- ABE, GED, ESL, Education/Training Combined 25% of clients
- Occupational and/or Entrepreneurial Training
- Computer Training 30% of clients

### 6. Employment Track

- Assessment and Counseling for Employment Combined 35% of clients
- Development of Job Search Plan/Resume
- Job Placement 20% of clients

## **VI. Program Monitoring Requirements**

### ***Grant Objectives***

Within the contract year, the grantee will meet the contractual agreement through the completion of objectives per the objectives. An objective is a specific and measurable statement that summarizes expected achievement in meeting the described need for funding.

These include:

- The grantee will provide an individual screening and intake session to all perspective clients. This grantee will provide a minimum of (INSERT #) new clients with an individual, onsite, case management session. This will include the development of a plan, short and long term goals, assessments, referrals, support services and follow-up.
- A minimum of (INSERT #) clients will complete on site computer and Internet literacy training.
- The grantee will provide clients with employment services including ONE 24-Hour Structured Job Readiness Series, client assessments, job search skills, job development, employment referrals and job placement.
- The grantee will place a minimum of (INSERT #) clients in employment.
- The grantee will offer clients a minimum of SIX workshops including one topic on non-traditional careers for women.
- The grantee will provide clients with the assistance they need to enter educational/technical schooling, ABE, GED, and ESL training.

#### ***Outcome Monitoring Reports and SAGE Progress Reporting Requirements***

Division on Women assesses programmatic input through the use of Outcome Performance Monitoring Reports (otherwise known as the Quarterly and Final Outcomes Reports) and through the SAGE Quarterly Progress Reports.

The outcome reports record clients' demographic data, client participation in program services, and the outcomes of their participation in program services. Services include workshops, mini series, computer training, ESL, GED, job placement, etc. Department of Community Affairs, Division on Women Program Managers review the quarterly and final outcomes reports for contract compliance.

Information is documented both for New Clients and Ongoing Clients. New Clients are those who have had their Intakes during the current fiscal year. Ongoing Clients are those whose cases were opened in previous years and who continue to work on meeting certain goals.

#### ***Fiscal Reporting Requirements***

All funded recipients are required to adhere to fiscal and programmatic requirements established in the executed grant agreement. Schedules of due dates for reporting periods applicable to funded recipients will be quarterly based upon the term of the contract.

#### ***Program Site Visits***

Site visits will be conducted on an annual basis to assess all grant recipients. Visits may be announced or unannounced. One to two visits per grant year will be conducted or more as deemed necessary by program staff.

## **VII. Allowable Budget Items**

### **ADM – Personnel**

- Salaries/Wages\*
  - Includes administrative staff hours to meet requirement of grant.
- Fringe Benefits\*
  - Includes employee payroll taxes (employer's portion of F.I.C.A., unemployment taxes and other taxes based on payroll). Employee benefits (retirement benefits, hospitalization, life insurance, work compensation insurance, etc.).

### **ADM – Purchases Services**

- Audit Costs\*
- Bookkeeping and accounting services including payroll processing services.\*
- Legal – describe who and for what in justification.\*
- Other Purchased Services– Includes consultant services.\*
  - Describe who and for what in the Justification (not including contracts for maintenance or janitorial services, equipment service agreements or other non-professional services).\*

\*Administrative Costs, as indicated by the asterisk (\*), should not exceed 5% of the total budget.

### **PROGRAM - Personnel**

- Salaries/Wages
  - Includes staff salaries and wages, this should be based on the percentage of time spent working on Center activities.
- Fringe Benefits
  - Includes employee payroll taxes (employer's portion of F.I.C.A., unemployment taxes and other taxes based on payroll). Employee benefits (retirement benefits, hospitalization, life insurance, work compensation insurance, etc.).
- Travel – Program Staff Only
  - Includes mileage incurred by program staff while conducting Center activities, training and meetings. Travel within community, travel out of town. (This should be reimbursed according to agency's existing policy, but should not be less than the State rate of .31 cents per mile) and includes rental of automotive equipment.
- Training – Program Staff Only
  - Includes travel costs incurred by Center staff who are attending staff development.
- Other Program Personnel Costs– Please detail in justification.

### **PROGRAM - Purchased Services**

- Computer Skills Trainer
- Employment Skills Trainer
- Other Trainer/Teacher
- Other Consultant
  - Includes other workshop/seminar consultants. Describe who and for what in Justification.

### **PROGRAM – Operating Cost**

- Space Costs
  - Includes maintenance (cleaning and other maintenance services), security services.
  - **Space Costs – Cannot Exceed 5% of the Total Award**
- Telephone
- Postage
- Consumables
  - Includes office supplies, project supplies other consumable supplies.
- Purchase of equipment, equipment repair and maintenance.
- Participant Travel
- Insurance
- Marketing/Advertising
  - Includes marketing of program and advertising for recruitment of Women Center Staff Only
- Printing
- Internet/email access
- Meetings & Conferences
  - Includes costs associated with meetings and national or local conferences. Center Directors need to submit conference information in advance to the Division on Women Program Manager for approval.
- Other Costs
  - Includes books, subscriptions and publications that pertain to the program. Please detail in justification.

### **PROGRAM - Development**

- Construction
  - Includes On-site Renovations, improvements and repairs of space.

**PROGRAM – Fees**

- Memberships/Dues

**PROGRAM – Assistance to Clients**

- Child Care
- Transportation
- Emergency Assistance
- Education/Training
  - Includes participant tuition/education/training fees for project beneficiaries (Hispanic & Urban Women Centers must allocate 5% of total budget).
- Other – Please detail in justification.

**PROGRAM – Other**

- Other Costs – Be specific in justification.